

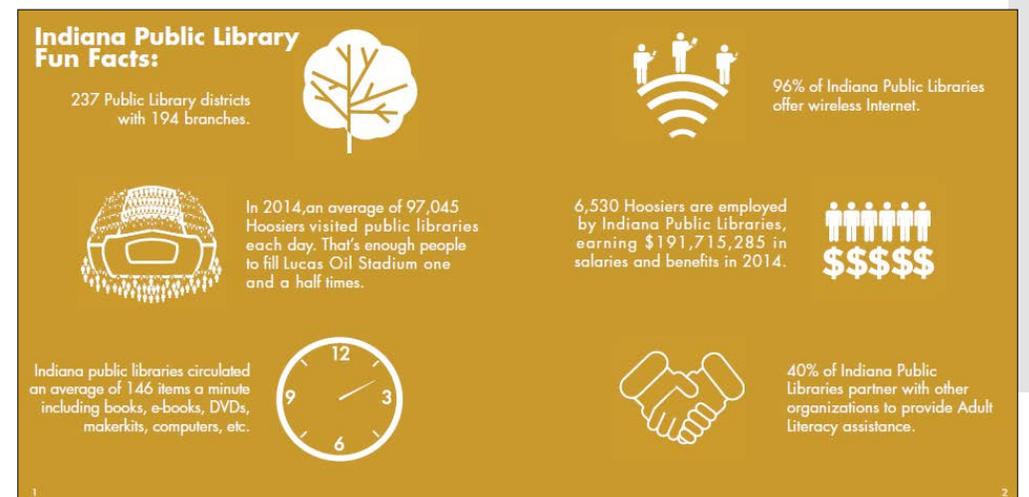
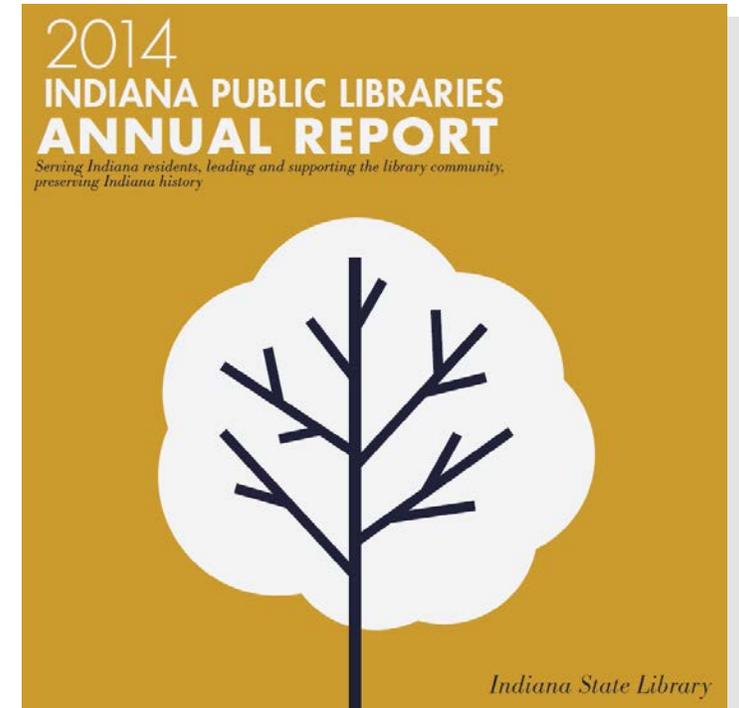
2016 Public Library Annual Report Workshop

Library Development Office - Jennifer Clifton - November 2016



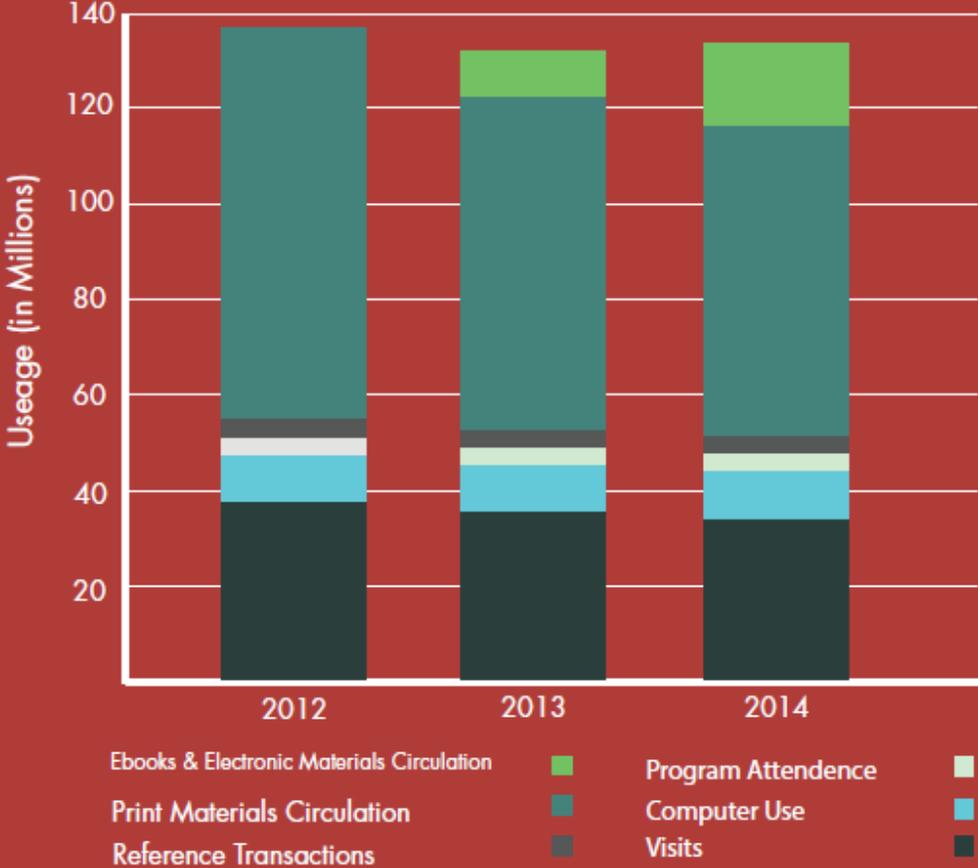
What's the purpose of the Annual Report?

- Required by state (590 IAC 6-1-4)
- The only annual collection of public library data
- ISL maintains statistics
 - Year-to-year comparisons (and history!)
 - Library-to-library comparisons
 - Identifying trends



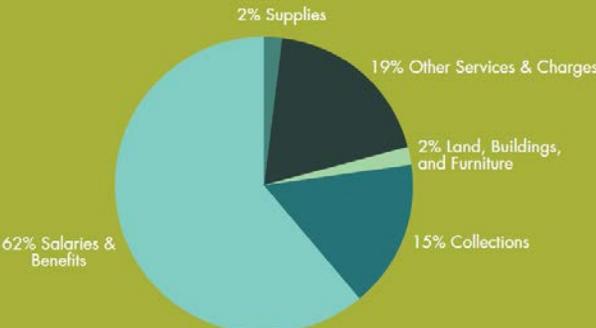
Stats help us communicate

How Hoosiers are Using Their Public Libraries

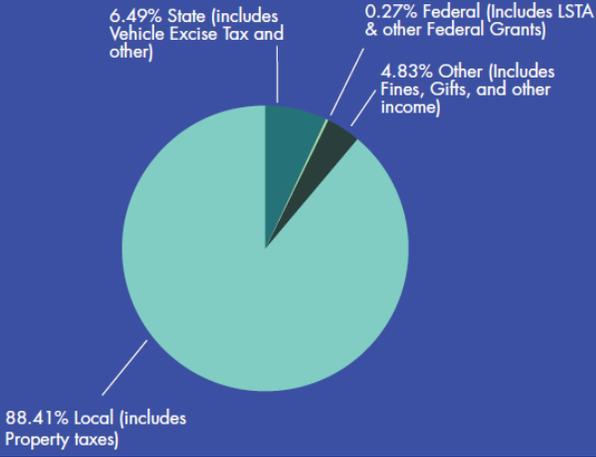


* Note: Ebook and Electronic Circulation data not collected in 2012 and is included in print materials.

Public Library Expenditures by Category



Public Library Income by Source



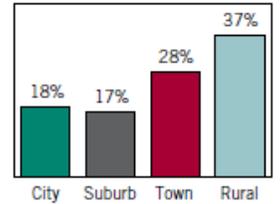
IMLS Public Libraries Survey

- The only annual, comprehensive, national survey about what's going on in public libraries.
- National library publications, advocacy
- 'Compare Libraries' tool (returning soon?)

Quick Stats

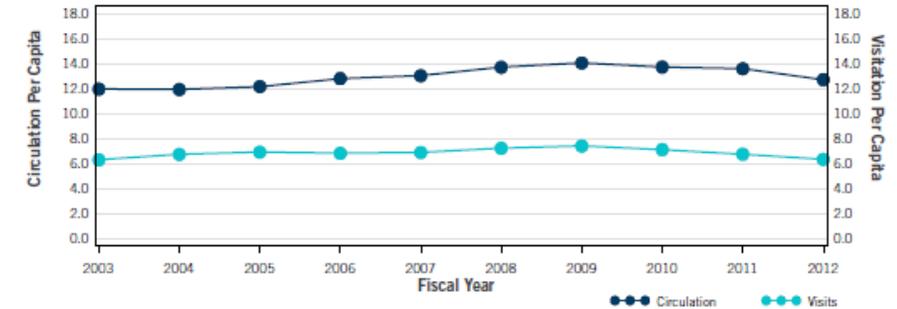
Number of Public Libraries	237
Number of Public Outlets	434
Population Served	6,100,140
Number of Full Time Equivalent Librarians	1437
Number of Full Time Equivalent Staff	4451

Public Library Outlets by Locality



Locality based on NCES locale codes.
For additional details see <http://go.usa.gov/YPMW>.

Visitation and Circulation Per Capita (FY 2003-2012)



In Comparison

	FY 2011	FY 2012	% Change	Regional*	National
Services					
Circulation Per Capita	13.6	12.72	▼ -6.52%	11.99	8
Visits Per Capita	6.75	6.34	▼ -6.09%	6.57	4.95
Finance					
Expenditures Per Capita	\$51.97	\$48.70	▼ -6.29%	\$50.11	\$35.47
Operating Revenue Per Capita	\$56.06	\$51.78	▼ -7.64%	\$56.91	\$37.98
Resources					
Print Materials Per 1000 Population	4275.73	3986.99	▼ -6.75%	3685.06	2590.33
Public Use Internet PCs Per Capita	1.47	1.27	▼ -13.34%	1.42	1.13

*The Great Lakes region includes Illinois, Indiana, Michigan, Ohio, Wisconsin
For more information about regions see <http://go.usa.gov/gppk>.

What's different in 2016?

- New Questions
 - SRCS
 - Successful Retrieval of Electronic Information

Timeline

- **December 15** or so – Survey will open
 - Directors will receive email with login instructions
- **March 1** – Survey will close (**NEW date** per 2017 Standards)

Navigating the Survey

- Click on question numbers for help
 - Disable pop-up blockers

Back

Next

Use "Back," "Next," or the side menu to navigate through the 15 sections

Save

Click "Save" and "Logout" to close and return to report at any time

SHOW
LAST YEAR'S
ANSWERS

Click "SHOW LAST YEAR'S ANSWERS" to see what was input last year

- Don't wait until the last minute!

Survey Interface

- Use Tabs to navigate
 - Home
 - Survey - 2016
 - Status
 - Printing
 - Frequent Questions
 - Instructions

Baker & Taylor's Bibliostat Collect

ALEXANDRIA-MONROE PUBLIC LIBRARY

[Close](#)
[Need Assistance?](#)

[Home](#) [Survey](#) [Status](#) [Printing](#) [Submit Survey](#) [Frequent Questions](#) [Instructions](#)

Frequent Questions

If you have any questions about how to use the Bibliostat Collect site please see our Frequent Questions.

[» Learn More](#)

Other Surveys

- [» Indiana Public Library Annual Report 2015](#)
- [» Indiana Public Library Annual Report 2014](#)
- [» Indiana Public Library Annual Report 2013](#)
- [» Indiana Public Library Annual Report 2012](#)
- [» Indiana Public Library Annual Report 2011](#)
- [» Indiana Public Library Annual Report 2010](#)
- [» Indiana Public Library Annual Report 2009](#)
- [» Indiana Public Library Annual Report 2008](#)
- [» Indiana Public Library Annual Report 2007](#)
- [» Indiana Public Library Annual Report 2006](#)

© 2007 Baker & Taylor: [Contact Us](#) [Baker & Taylor Corporate Site](#)

Need to
explain
something?

Edit Checks
and Notes

- Edit Checks- will catch inconsistencies or major changes from previous year's data
 - Now- Bibliostat
 - Later- American Institute for Research
- “Flag” a question to come back to it 
- Notes –
 - Federal Note – passed along to ISL/AIR 
 - Local Notes – for your own reference 
- Annotate any responses that require an explanation, or when prompted by an edit check.
- If annotations aren't present, ISL will be following up with you.

Need technical help?

- Is it a local issue? Check with your IT person/department
 - Firewalls, Browsers, etc.
- Contact ISL – 1-800-451-6028
 - Can edit prefilled responses
- Call Bibliostat - 1-866-785-9935



Getting Started with The Survey

Annual Report Survival Kit

- Caffeine
- Snacks
- Tissues
- Stress ball (or soft surface to bang your head)
- iCal reminder set for February 28th
- Accurate statistics from your staff, circulation, and bookkeeping systems

Instructions

TIMEFRAME OF REPORT

You will be reporting on the **2016** calendar year.

Exceptions: give the most current (e.g. early 2017) information for:

- Respondent/contact identification
- Hours of operation
- Assessed valuation and tax rate
- Library board members, and
- Hourly Salaries and Benefits

ESTIMATES

- If the exact data are not known for any item, please estimate.
- Enter "o" if the correct entry for an item is zero or "none".
- Enter "N/A" if you know a particular data item is not "o" but you don't know what it is and are unable to estimate it.

COLOR KEY

oX-001	Question
oX-002	Standards Question
oX-003	Prefilled
oX-004	Prefilled & Locked (Contact ISL for changes)
oX-005	Calculated total

Part 1 - General Information

Changes:

- Additional clarification re: download speeds

Part 1 - General Information

- 01-001 Name of the person preparing this report.
- 01-002 Preparer's phone number.
- 01-003 Time zone in which library district headquarters is located.
- 01-004 Library Name
- 01-005 Library Class
- 01-006 Library Director
- 01-007 Street Address
- 01-008 City
- 01-009 ZIP
- 01-010 Is your mailing address the same as the address above?
- 01-011 Mailing Address
- 01-012 Mailing City
- 01-013 Mailing ZIP

Part 1 - General Information

01-014 Congressional District Number

01-015 Phone

01-016 FAX

01-017 Does your library have an answering machine, voice mail or other similar technology? Y/N

01-018 Library URL

01-019 Public library E-mail address or other means of electronic contact listed on the library's website

Part 1 - General Information

Building Questions

- 01-020 The year the current central building was built
- 01-021 Year of the most recent structural addition or alteration to current central building.
- 01-022 Square footage of the central building?

Central Library Questions

01-023 Click here to complete Central Library daily hours

01-024 Monday opening time

01-025 Monday closing time

01-026 Tuesday opening time

-----continued-----

01-036 Sunday opening time

01-037 Sunday closing time

Note: Formatting/spacing is important
e.g. 10:00 AM (NOT 10:00AM)

The screenshot shows a web browser window with the URL [http://collect.btol.com/\(S\(tsd20n55ikfr0u45mh4vebms\)\)/certs/IN15HOURSINPUT.aspx?OrgId=13322](http://collect.btol.com/(S(tsd20n55ikfr0u45mh4vebms))/certs/IN15HOURSINPUT.aspx?OrgId=13322). The page title is "Indiana Public Library Annual Report 2015 Central Library Daily Hours". The library name is "ALEXANDRIA-MONROE PUBLIC LIBRARY".

Days of Week	Opening Time	Closing Time
Monday	01-024	01-025
Tuesday	01-026	01-027
Wednesday	01-028	01-029
Thursday	01-030	01-031
Friday	01-032	01-033
Saturday	01-034	01-035
Sunday	01-036	01-037

Total open hours for Central Library during a typical week.

Total number of hours Central Library is open after 6:00 p.m. per week.

Total number of hours per week Central Library is open on Saturday.

Total number of hours per week Central Library is open on Sunday.

[Save to Collect](#)

Central Library Questions

- 01-038 Total open hours for Central Library during a typical week.
- 01-039 Total number of hours the Central Library is open after 6:00 p.m. per week.
- 01-040 Total number of hours per week that the Central Library is open on Saturday.
- 01-041 Total number of hours per week Central Library is open on Sunday.
- 01-042 Number of Weeks Per Year Central Library was open in 2016
- 01-043 Total Central Library Hours Open per Year

Central Library Questions

Internet Access

01-044 Does the library have Internet Access? Y/N

01-045 What type of Internet Access is available in the Central Building?

01-046 Specify the speed of Internet Access in the Central Building. Use www.speedtest.net to determine speed.

Please specify the unit of measurement (e.g. 20 MBPS)

...or use the speed test of your choice

***Recommended testing time- 12 Noon**

Branches

- No changes here.
- Use Remove Group/Add Group to remove or add branches.

 Remove Group  Add Group

Branches

01-200	Total number of Branches
01-200a	Branch Name
01-201a	Branch Street Address
01-202a	Branch City
01-203a	Branch County
01-204a	Branch Zip
01-205a	Is your mailing address the same?
01-206a	Branch Mailing Address
01-207a	Phone
01-208a	Fax
01-209a	Total Square Footage of Branch
01-210a	Year Built
01-211a	Year of the most recent structural addition or alteration to branch building

Branches

01-212a

Number of Weeks per Year
Individual Branch is Open

01-213a

Monday opening time

01-214a

Monday closing time

01-225a

Sunday opening time

01-226a

Sunday closing time

01-227a

Total open hours for the Branch
Library during a typical week.

Branches

- 01-228a** Does the Branch library have Internet Access? Y/N
- 01-229a What type of Internet Access is available in the Branch library?
- 01-230a** Specify the speed of Internet Access in the Branch library.
- 01-231a Number of wireless hubs located in the branch library?
- 01-237** **Total Annual Hours of All Branches**

Bookmobiles

Use Remove/Add Group to remove/add bookmobiles.

 Remove Group  Add Group

Bookmobiles

01-300 Total Number of Bookmobiles *(If 0, skip these questions!)*

Individual Bookmobile Information

01-301a Bookmobile Name

01-302a Street Address

01-303a City

01-304a County

01-305a Zip

01-306a Is your Mailing address the same?

01-307a Mailing Address

01-308a Phone

01-309a Fax

Bookmobiles

01-310a Total hours per week

01-311a Number of Weeks Bookmobile is Open

01-312a Does the Bookmobile have Internet Access?

01-313a What type of Internet Access is available in the Bookmobile?

01-314a Specify the speed of Internet Access in the Bookmobile

01-315a Number of wireless hubs located in the Bookmobile?

01-316 Total Annual Hours of all Bookmobiles

Part 1 - General Information

01-500

Total System Public Service Hours per Year
(Central + Branches + Bookmobiles)

Part 2 – Registrations

- No changes here

Registrations

- A REQUEST-
- Please explain any large changes to your registration numbers in a Federal note (if the reason is known).
- Edit checks may be required for responses that are the **same**, less than **half**, or greater than **1.5 times** last year's answers.

The screenshot shows the '2 - Registrations' section of the Indiana Public Library Annual Report 2015. A 'Survey Navigation' sidebar on the left lists sections 1 through 8. The main content area features a 'Save' button, 'Back' and 'Next' buttons, and a 'Notes: Question 02-001' modal. The modal contains a text input field and 'Save' and 'Close' buttons. Below the modal is a table with columns for question ID, description, and value.

Question ID	Description	Value
02-001	Total Number of Individual Resident Registered Users	5,287
02-002	Total Number of Individual Resident Registered Users	0
02-003	Total Number of Individual Resident Registered Users	62
02-004	Total Number of Individual Resident Registered Users	237

Part 2 – Registrations

- 02-001 Total Number of Individual **Resident** Registered Users
- 02-002 Total Number of Users from Contracting Areas
- 02-003 Total Number of Individual **Non-Resident** (non-taxed) Registered Users
- 02-004 Total Number of **Reciprocal** Users
- 02-005 Total Number of **PLAC** Users
- 02-006 Total Number of Non-Resident Cards Issued to Student Users
- 02-007 Total Number of Non-Resident Cards Issued to School Employees
- 02-008 Total Number of Non-Resident Cards Issued to Library Employees
- 02-009 Amount of Individual Non-Resident Fee**
- 02-010 Date Library Board adopted this fee
- 02-011 Does your library purge or mark inactive patron files at least every three years? Y/N**

Part 3 – Public Libraries and Political Subdivisions Served

- No changes here

Part 3 – Public Libraries and Political Subdivisions Served

- 03-001 **County Name of Primary County**
- 03-002 Total Assessed Valuation for Library District
- 03-003 Operating Tax Rate
- 03-004 Source year for data
- 03-005 BIRF/Lease Rental Tax Rate
- 03-006 LCPF Tax Rate
- 03-007 Did your library roll the LCPF into the operating tax rate? Y/N

- 03-008 County Name for **additional county**
- 03-009 Total Assessed Valuation for additional county
- 03-010 Operating Tax Rate for additional county
- 03-011 BIRF/Lease Rental Tax Rate
- 03-012 LCPF Tax Rate

Part 3 – Public Libraries and Political Subdivisions Served

- 03-013 Total district population without contract
- 03-014 Total district population with contracts
- 03-015 **Political Subdivision Name**
- 03-016 Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)
- 03-017 **Population 2010 Census (Taxed & Served)**
- 03-018 Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)
- 03-019 Population 2010 Census (Served by Contract)

Part 3 – Public Libraries and Political Subdivisions Served

- Some notes:
 - 03-008 – Additional County info is only required of libraries crossing county lines and the 4 county-contractuals
 - 03-016 Type of Political Unit - Taxed Units
 - 1 (city/town)
 - 2 (more than 1/2 of county)
 - 3 (total county)
 - 4 (township merged)
 - 9 (township validated)
 - 11 (endowed)
 - 12 (county contractual) Only
 - 03-018 Type of Political Unit - Contracting Units
 - 5 (Township, partial, served by contract)
 - 6 (Township served by contract)
 - 7 (Township taxed to pay contract)
 - 8 (Township, partial, taxed to pay contract)
 - 10 (Town served by contract) Only

Part 4 – Library Operating Fund Income

- No changes here

Part 4 – Library Operating Fund Income

Local Government Operating Fund Income

- 04-001 Property Tax or CEDIT Operating Fund Income from Library Tax Rate
- 04-002 CAGIT Property Tax Replacement Credit
- 04-003 CAGIT Certified Shares
- 04-004 CAGIT Special Fund
- 04-005 County Option Income Tax (COIT)
- 04-006 Contractual Revenue Received for Service
- 04-007 Local Option Income Tax (LOIT)
- 04-008 **Total Local Operating Fund Income**

Part 4 – Library Operating Fund Income

State Government Operating Fund Income

04-009 Financial Institutions Tax (FIT)

04-010 License Vehicle Excise Tax (LVET)

04-011 Commercial Vehicle Excise Tax (CVET)

04-012 Other State Operating Fund Income

04-013 Source(s):

04-014 Total State Operating Fund Income

Part 4 – Library Operating Fund Income

Federal Government Operating Fund Income

04-015 LSTA Grants (Operating Fund)

04-016 Name of Non-Operating Fund

04-017 Amount of LSTA grant placed in Non-Operating Fund

04-018 Other Federal Grants Operating Fund Income

04-019 List Source

04-020 **Total Federal Operating Fund Income**

Part 4 – Library Operating Fund Income

Other Operating Fund Income

04-021 PLAC Reimbursement

04-022 Fines and Fees

04-023 Interest on Investments

04-024 Gift Receipts Operating Fund Income

04-025 Private and Public Foundation Grants Operating Fund Income

04-026 Miscellaneous Operating Fund Income.

04-027 Source(s)

04-028 Total Public and Private Foundation Grants Income (deposited into any fund)

04-029 Total Other Operating Fund Income

04-030 Total Operating Fund Income

Part 5 – Expenditure Data

- No changes
- **Operating Fund** expenditures, unless otherwise specified

Part 5 – Expenditure Data

Personal Services/Staff Expenditures

05-001 Salaries/Wages of All Library Staff

05-002 Employee benefits

05-003 Other Personal Services

05-004 Total Personal Services

05-005 Total Staff Expenditures (PLS – does not include “other”)

Part 5 – Expenditure Data

Other services and charges

- 05-006 Total Supplies
- 05-007 Professional Services
- 05-008 Communication and Transportation
- 05-009 Printing and Advertising
- 05-010 Insurance
- 05-011 Utility Services
- 05-012 Repairs and Maintenance
- 05-013 Rentals
- 05-014 Debt Service
- 05-015 Lease Rental
- 05-016 Other (Dues, miscellaneous taxes)
- 05-017 **Total Other Services and Charges**

Part 5 – Expenditure Data

Capital Outlays

05-018 Land

05-019 Buildings

05-020 Improvements Other Than Buildings

05-021 Furniture and Equipment

05-022 Capital Outlays for Public Access Computers, electronic reading and electronic media devices

Part 5 – Expenditure Data

Materials

05-023 Books (Include Book Lease)

05-024 Periodicals and Newspapers

05-025 Audio/Visual Materials, Nonprinted (Physical) Materials, & Microforms, not Electronic (Re-worded)

05-026 Ebook and Electronic database licensing/purchase/lease expenditures.

05-027 Electronic Physical Format, including Playaways and Ebook readers

Part 5 – Expenditure Data

Materials (expenditures from NON-OPERATING Funds)

05-028 Books (Include Book Lease)

05-029 Periodicals and Newspapers

05-030 Audio/Visual Materials, Nonprinted (Physical) Materials, & Microforms, not Electronic (Re-worded)

05-031 Ebook and Electronic Database licensing/purchase/lease expenditures

05-032 Electronic Physical Format (playaways, ebook readers, etc)

Part 5 – Expenditure Data

- 05-033 Total Expenditures for Print Materials**
- 05-034 Total Expenditures for Electronic Materials**
- 05-035 Total Expenditures for Other Materials**
- 05-036 Total Expenditures for Collections**
- 05-037 Total Operating Fund Capital Outlays**

Part 5 – Expenditure Data

- 05-038 Total Operating Fund Expenditures for Collection Development
- 05-039 Total Non-Operating Fund Expenditures for Collection Development
- 05-040 Public Access Computers, electronic reading and electronic media devices from all non-operating funds

Part 5 – Expenditure Data

- 05-041 Total Operating Fund Expenditures
- 05-042 Other Operating Expenditures
- 05-043 Total Operating Expenditures
- 05-044 Total Capital Fund Expenditures

Part 5 – Expenditure Data

Non-Resident Fee Standard

- 05-045 Total Collection Expenditures
- 05-046 Total **2015** Operating Expenditures per capita (*for this year's standards calculation*)
- 05-047 Difference between OE per capita minus Non-Resident fee
- 05-047a Does your library's non-resident fee meet the standard? (Y/N)
- 05-048 Total **2016** Operating Expenditures per capita (*for next year*)

Part 5 – Expenditure Data

Collection Development Standard

05-049

**Collection Development Expenditure as a
percentage of Operating Expenditure**

Part 6 – Capital Revenue

- No changes here

What is Capital Revenue?

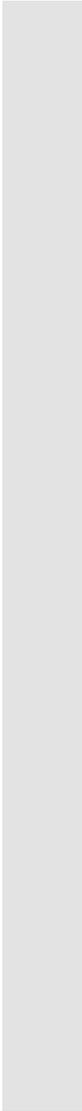
PLS Definition:

- Report all revenue to be used for **major capital expenditures**, by source of revenue. Include funds received for:
 - **Site acquisition**
 - **NEW buildings**
 - **Additions to or renovation** of library buildings
 - **Furnishings, equipment, and initial collections (print, non-print, and electronic) for a building that is NEW or renovated.**
 - Computer hardware and software used to support library operations, to link to networks, or to run information products (*MAJOR projects or for a building that is new or renovated*)
 - **New vehicles;** and
 - Other **one-time major projects.**
- Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.
- Exclude income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover).

Part 6 – Capital Revenue

- 06-001 Local government capital revenue
- 06-002 State government capital revenue
- 06-003 Federal government capital revenue
- 06-004 Other capital revenue

- 06-005 Total Capital Revenue



Part 7 – Employment Data

Part 7 - Employment Data

- 07-001 Total number of all librarians with an ALA-MLS
- 07-002 Total hours paid per week for all ALA-MLS librarians
- 07-003 FTE for all librarians with an ALA-MLS

- 07-004 Total number of all librarians, **including** ALA-MLS librarians
- 07-005 Total hours paid per week for all librarians, including ALA-MLS librarians
- 07-006 FTE for all librarians

- 07-007 Total number of all other paid staff
- 07-008 Total Hours paid per week for all other paid staff
- 07-009 FTE for all other paid staff

- 07-010 Total number of all paid staff
- 07-011 Total hours paid per week for all paid staff
- 07-012 FTE for all paid staff
- 07-013 Number of hours per week considered to be full-time employment in your library?

Part 8 – Library Service and Technology

- NEW: SRCS Transits
- Questions renumbered

Part 8 – Library Service and Technology

Interlibrary Loans

o8-001 Number of interlibrary loan items (loans and photocopies) your library has **provided to** other Indiana libraries.

o8-002 Evergreen Transits to other libraries (number will be supplied by the Indiana State Library)

o8-003 SRCS materials provided to other libraries (number will be supplied by the Indiana State Library)

o8-004 Total number of loans provided to other libraries

o8-005 Number of interlibrary loan items (loans and photocopies) your library has **borrowed from** other Indiana libraries.

o8-006 Evergreen Transits received from other libraries (number will be supplied by the Indiana State Library)

o8-007 SRCS materials received from other libraries (number will be supplied by the Indiana State Library)

o8-008 Total number of loans received from other libraries.

o8-009 Net Lending Rate (Number of items loaned divided by number of items borrowed)

Part 8 – Library Service and Technology

Programs

Children's (0-11 years) Programs

08-010 Number of children's (0-11 years) programs held in the library

08-011 Number of children's (0-11 years) programs held outside of the library

Young Adult (12-18 years) Programs

08-012 Number of young adult (12-18 yrs) programs held in the library

08-013 Number of young adult (12-18 yrs) programs held outside of the library

Adult (18+ years) Programs

08-014 Number of adult (18+ yrs) programs held in the library

08-015 Number of adult (18+ yrs) programs held outside of the library

General Programs

08-016 Number of general (all ages) programs held in the library

08-017 Number of general (all ages) programs held outside of the library

Part 8 – Library Service and Technology

Programs

o8-018 Total number of non-library sponsored programs

o8-019 Total number of all library-sponsored programs

Part 8 – Library Service and Technology

Program Attendance

o8-020 Attendance at Children's (0-11 years) programs held in the library

o8-021 Attendance at Children's (0-11 years) programs held outside of the library

Repeats for:

Young Adult (12-18 yrs) Programs

Adult (18+ yrs) Programs

General (All ages) Programs

Attendance Totals

o8-028 Total attendance at non-library sponsored programs

o8-029 Total children's program attendance

o8-030 Total young adult program attendance

o8-031 Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

o8-032 How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?

o8-033 Total number of annual visits in the library 

o8-034 Total number of reference transactions per year 

Electronic Collections (Includes Licensed Databases)

o8-035 Number of State Licensed Databases (INSPIRE)

o8-036 Number of local and other (Not INSPIRE) licensed databases

o8-037 Name(s) of public use/commercial databases to which the library subscribes

o8-038 Total electronic collections

Part 8 – Library Service and Technology

Public Computers

- 08-039 Public Internet-connected computers uses per year
- 08-040 Number of wireless hubs located in the central building?
- 08-041 **Total number of wireless hubs, system-wide**
- 08-042 Number of wireless internet uses per year
- 08-043 **Number of Internet connected public computers, system-wide.**
- 08-044 **Number of scanners available for the public, system-wide.**
- 08-045 **Number of Internet connected staff computers, connected to a printer.**
- 08-046 **Number of persons potentially served by each public computer**

Part 8 – Library Service and Technology

Library System Automation

o8-047 Does your library have an automated bookkeeping system? Y/N

o8-048 Name of bookkeeping system.

o8-049 Brand and version of integrated library system (ILS)

o8-050 Is your library catalog available online? Y/N

Part 9 – Circulation and Holdings

- New questions to capture electronic collection/database uses

- Per PLS:
 - Report the number of units. Report only items that have been **purchased, leased or licensed** by the library, a consortium, the state library, a donor or other person or entity.
 - Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.
 - Do not include items that are permanently retained by the patron; count only items that have a **set circulation period** where it is available for their use.
 - Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

Part 9 - Circulation

09-001 Circulation of Physical Items

09-002 Use of Electronic Materials (*e.g. E-books circulated or electronic materials downloaded annually*)

09-003 **NEW:** Successful Retrieval of Electronic Information (*e.g. Electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002*)

09-004 **Total Electronic Content Use** (total of 09-002 and 09-003)

09-005 Circulation of Children's Materials

09-006 **Total Circulation of All Materials** (total of 09-001 and 09-002)

09-007 **NEW: Total Collection Use** (total of 09-001 and 09-004)

09-008 Total In-house Usage of Materials

09-009 Number of Electronic Book Reading or Music Playing Devices Circulated Annually

Part 9 - Holdings

Selected Holdings

09-010 Books (Print)

09-011 Does the library belong to an Ebook consortium?

09-012 Name of Ebook Consortium

09-013 Electronic books (E-books) (LOCAL HOLDINGS)

09-014 Electronic books (E-books) (CONSORTIUM HOLDINGS)

09-015 Electronic books (E-books) (TOTAL)

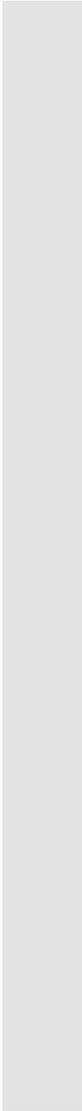
Part 9 - Holdings

A/V Material Holdings:

- 09-016 Video Materials - Physical Units
- 09-017 Video Materials - Downloadable Titles (LOCAL HOLDINGS)
- 09-018 Video Materials - Downloadable Titles (CONSORTIUM HOLDINGS)
- 09-019 Video Materials - Downloadable Titles (TOTAL)
- 09-020 Audio Materials - Physical Units
- 09-021 Audio Materials - Downloadable Titles (LOCAL HOLDINGS)
- 09-022 Audio Materials - Downloadable Titles (CONSORTIUM HOLDINGS)
- 09-023 Audio Materials - Downloadable Titles (TOTAL)

Part 9 - Holdings

- 09-024 Electronic (Physical) Format
- 09-025 Number of Electronic Book Reading or Music
Playing Devices Owned by the Library
- 09-026 Current Print Serial Subscriptions
- 09-027 Current Electronic Serials Subscriptions



Part 10 - Library Board

Part 10 - Library Board

Some notes on completing this section:

- Provide **most current** info available (e.g. February additions)
- Provide any updates throughout the year to ISL.
- We have pre-filled last year's info. Please verify and update as needed.
- Be sure to only list a **Treasurer OR Treasurer/employee** (NOT BOTH)
- If a position is vacant, you may enter "Vacant" in any required fields

Part 10 - Library Board

10-0001	Position
10-0002	First Name
10-0003	Middle Initial/Name
10-0004	Last Name
10-0005	Home address
10-0006	City
10-0007	Zip Code
10-0008	E-mail address
10-0009	Appointing Authority
10-0010	Date that the current term expires
10-0011	Number of consecutive terms
10-0012	Date of initial appointment

(REPEATS...)

- 10-991 When does the regular library board meeting take place?
- 10-992 What is the time of the regular library board meeting?

Part 11 - Salary Section

- No changes here
- Provide most current information (e.g. 2017 salaries, if known)
- Provide info for positions not currently occupied

Part 11 - Salary Section

Director:

11-001 Annual salary of the Director

11-002 Does the Director have an employment contract? Y/N

11-003 What is the current level of certification for the library Director?

All other Positions:

Job Title	Cert. Level Required	<u>Min</u> <u>Hourly</u>	<u>Max</u> <u>Hourly</u>
<i>11-004 Assistant or Associate Director</i>		\$	\$
<i>11-008 Department Head, Manager or Supervisor</i>		\$	\$
<i>11-012 Branch Head</i>		\$	\$
<i>11-016 Administrative Assistant</i>		\$	\$
...			
Other			

Part 11 - Salary Section

Employee Fringe Benefit Information - **Full-time** Employees

11-501	PERF	Y/N
11-502	Deferred Compensation	Y/N
11-503	Health Insurance	Y/N
11-504	Health Savings Account (HSA)	Y/N
11-505	Dental Insurance	Y/N
11-506	Life Insurance	Y/N
11-507	Vision Insurance	Y/N
11-508	Disability	Y/N
11-509	Paid Time off for Continuing Education	Y/N
11-510	Reimbursement for Continuing Education	Y/N
11-511	Other1 (specify)	
11-512	Other2 (specify)	

Part 11 - Salary Section

Employee Fringe Benefit Information - **Part-time** Employees

11-513	PERF	Y/N
11-514	Deferred Compensation	Y/N
11-515	Health Insurance	Y/N
11-516	Health Savings Account (HSA)	Y/N
11-517	Dental Insurance	Y/N
11-518	Life Insurance	Y/N
11-519	Vision Insurance	Y/N
11-520	Disability	Y/N
11-521	Paid Time off for Continuing Education	Y/N
11-522	Reimbursement for Continuing Education	Y/N
11-523	Other1 (specify)	
11-524	Other2 (specify)	

Part 11 - Salary Section

Paid days off per year –

Full-time Librarian

- 11-525 Number of Vacation Days
- 11-526 Number of Sick Days
- 11-527 Number of Personal Days
- 11-528 Holidays
- 11-529 Funeral/Bereavement
- 11-530 Other Days (specify)

Repeats for

- ...Part-Time Librarian
- ...Full-Time Support Staff
- ...Part-Time Support Staff

Part 12 - PLAC Loans

- No changes here
- Don't report any PLAC loans to your own library
- Don't include reciprocal loans or nonresident loans (unless using PLAC card)
- You do NOT need to enter "o" for libraries with no loans- just skip them! 😊

Part 12 – PLAC Loans

12-001	Did your library make any PLAC loans?	Y/N
12-002	Adams Public Library System	
12-003	Akron Carnegie Public Library	
12-004	Alexandria-Monroe Public Library	
12-005	Alexandrian Public Library	
...		
12-238	Yorktown Public Library	
12-239	Total PLAC Loans	

Part 13 – Compliance with Standards for Public Libraries

- Answer very carefully.
 - “No” responses *may* trigger a communication from ISL.
- Use the clarification prompts, federal notes, or Part 14 to explain any “standards issues.”

Part 13 - Standards

- 13-001 Does your library comply with **Public Library Law IC 36-12**?
Y/N
- 13-002 If the answer to 13-001 is NO, explain:
- 13-003 Does your library comply with **other Indiana laws** that affect municipal corporations? Y/N
- 13-004 If the answer to 13-003 is NO, explain:
- 13-005 Does your library comply with **all federal laws** affecting employment practice? Y/N
- 13-006 If the answer to 13-005 is NO, explain:

Part 13 - Standards

13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and **health and safety codes**? Y/N

13-008 If the answer to 13-007 is NO, explain:

13-009 Does the library comply with provisions of the federal **Americans with Disabilities Act** to make its physical and digital services available to everyone? Y/N

13-010 If the answer to 13-009 is NO, explain:

Part 13 - Standards

The Board and Director

- 13-011 Do the library board and the director maintain separate functions? Y/N
- 13-012 Is the board responsible for governance and policy? Y/N
- 13-013 Is the director responsible for administration, operation and management of the library? Y/N
- 13-014 Does the director work full-time? Y/N
- 13-015 Does the Director have the required certification under 590 IAC 5? Y/N

Part 13 - Standards

With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

13-016	An annual classification of employees	Y/N
13-017	Schedules of salaries	Y/N
13-018	A proposed library budget	Y/N
13-019	Library policies	Y/N

Part 13 - Standards

13-020	Has the library board adopted the written employment practices dealing with recruitment?	Y/N
13-021	... selection?	Y/N
13-022	... appointments?	Y/N
13-023	... personnel actions?	Y/N
13-024	... salary administration?	Y/N
13-025	... employee benefits?	Y/N
13-026	... the conditions of work?	Y/N
13-027	... leaves?	Y/N

Part 13 - Standards

Boards and Bylaws

- 13-028 Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees? Y/N
- 13-029 ...have current, written bylaws that state its purpose and its operational procedures? Y/N
- 13-030 Do the bylaws specifically state rules governing conflicts of interest issues? Y/N
- 13-031 Do the library bylaws specifically state rules governing nepotism? Y/N
- 13-032 Have the bylaws been reviewed by the board in the last three (3) years? Y/N
- 13-033 Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library? Y/N

Part 13 - Standards

- 13-034 Does your library have a written **collection development plan**? Y/N
- 13-035 Does your library have a written **circulation policy** detailing the principles of access for all library materials and service? Y/N
- 13-036 Does your library provide **support for continuing education** for staff and trustees? Y/N

Part 13 - Standards

Long Range Plan

- 13-037 Does the library have a written long-range plan of service? Y/N
- 13-038 Which year did your current long range plan **begin**?
- 13-039 Which year does your current long range plan **end**?
- 13-040 Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan)? Y/N

Part 13 - Standards

Long Range Plan

- 13-041 Have copies of the plan, plus all updates and revisions **been filed** with the Indiana State Library? Y/N
- 13-042 Does your long-range plan include a **statement of community needs and goals**? Y/N
- 13-043 Does your long-range plan include **measurable objectives** and service in response to the community's needs and goals? Y/N

Part 13 - Standards

Long Range Plan

Does your long-range plan include:

- | | | |
|--------|---|-----|
| 13-044 | an assessment of facilities, services, technology, and operations? | Y/N |
| 13-045 | an ongoing annual evaluation process? | Y/N |
| 13-046 | a plan for financial resources and sustainability? | Y/N |
| 13-047 | a statement of collaboration with other public libraries? | Y/N |
| 13-048 | a statement of collaboration with other community partners? | Y/N |

Part 13 - Standards

Does your technology plan include...

- | | | |
|--------|--|-----|
| 13-054 | ...realistic goals and strategies for using telecommunications and information technology? | Y/N |
| 13-055 | ...a professional development strategy? | Y/N |
| 13-056 | ...an assessment of telecommunication services, hardware, software, and other services needed? | Y/N |
| 13-057 | ...an equipment replacement schedule? | Y/N |
| 13-058 | ...a plan for financial resources and sustainability? | Y/N |
| 13-059 | ...an ongoing annual evaluation process? | Y/N |
| 13-060 | ...an automated, integrated library system (ILS) which conforms to a national cataloging standard? | Y/N |

Part 13 - Standards

Resource Sharing

13-061 Does your library provide interlibrary loan free of charge to **other libraries** within Indiana? Answer YES if your policy is to lend, even if no loans were requested. Y/N

13-062 Does your library provide interlibrary loan free of charge to **your users**? Answer YES if your policy is to lend, even if no loans were requested. Y/N

13-063 Does the library lend materials via a **statewide reciprocal borrowing program**? Y/N

13-064 Does the library lend materials using a **local reciprocal borrowing agreement** with at least one (1) other public library district within Indiana? Y/N

13-065 If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.

Part 13 - Standards

Resource Sharing

- 13-066 Does the library lend materials using the **OCLC** Resource Sharing system? Y/N
- 13-067 Is the library a member of **Evergreen** Indiana? Y/N
- 13-068 How many days per week does your library receive **INfo Express** courier service?

Part 13 - Standards

Does the library provide services for adults, including:

- | | | |
|--------|--|-----|
| 13-069 | Programs and reference services offered by an appropriately certified librarian? | Y/N |
| 13-070 | Access to reference materials, including INSPIRE? | Y/N |
| 13-071 | A collection of materials for adults? | Y/N |
| 13-072 | A space designated in the library for adult services? | Y/N |

Part 13 - Standards

- 13-073 Does the library provide an **enhanced** level of adult service by providing:
- 1) One (1) or more staff, with appropriate certification;
 - 2) Serving at least part time,
 - 3) At each fixed location? [All conditions must apply] Y/N
- 13-074 Does the library provide an **exceptional** level of adult service by providing:
- 1) One (1) full-time staff member, or the equivalent,
 - 2) With appropriate certification,
 - 3) At each fixed location? [All conditions must apply] Y/N

Part 13 - Standards

Library Services for Young Adults and Children-

- The previous questions repeat for these age groups. (Questions 13-075 through 13-085)

Part 13 - Standards

Standards related to Public Access:

- 13-086 Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media? Y/N
- 13-087 Does the library provide computers for the free use of all persons regardless of residency? Y/N
- 13-088 Does your library provide a means for the public to make copies at each location? Y/N

Part 13 - Standards

The Library's Webpage

Does it include...

- | | | |
|--------|--|-----|
| 13-089 | ...current hours of operation? | Y/N |
| 13-090 | ...a physical address for your library? | Y/N |
| 13-091 | ...a map for each fixed location? | Y/N |
| 13-092 | ...a public telephone number? | Y/N |
| 13-093 | ...a public e-mail address or other means of electronic contact? | Y/N |
| 13-094 | ...a link to INSPIRE and other free electronic resources? | Y/N |
| 13-095 | ...publicly posted policies , including, but not limited to, circulation policies, fees, and internet use policies? | Y/N |

Part 13 - Standards

The Library's Webpage – Other requirements

- 13-096 Has your **Internet Policy** been reviewed by the board in the last year? Y/N
- 13-097 Does your library's webpage include a link to the library's online **public access catalog**? Y/N
- 13-098 Does your library's webpage include a **calendar** or list of events and programs which is updated at least monthly? Y/N

Part 14 – Statement of Intent to Comply with Standards

- Please explain any NO answers given in Part 13.
- Please include the question number (##-###) and an explanation for each question where you answered “NO” to any question in Part 13.

Part 15 - Supplement

- All new – questions change each year

Part 15 - Supplement

What we're asking for 2016:

- Interlibrary Loan contact info
- DNR Parks Pass Program (circulations/new patrons)
- Summer Reading
 - Participation
 - Trends
 - Alternative Programs
- Library WiFi
 - Circulating Hotspots and After-hours public access
- Electronic Access Cards
- LEUS issued locally
- Library Fines
- Success Stories

Certifying your Report

Home Survey Status Printing Submit Survey Frequent Questions Instructions

Survey Navigation

- 1 - General Information
 - Part 1
 - Part 2
 - Part 3
- 2 - Registrations
- 3 - Libraries & Political Subdivisions
- 4 - Library Operating Fund Income
- 5 - Expenditure Data
 - Part 1
 - Part 2
- 6 - Capital Revenue
- 7 - Employment Data
- 8 - Library Service and Technology
 - Part 1
 - Part 2
 - Part 3
 - Part 4
- 9 - Circulation and Holdings
- 10 - Library Board
 - Part 1
 - Part 2
 - Part 3
- 11 - Salary Section
 - Part 1

Indiana Public Library Annual Report 2015 CERTIFICATION

[SHOW LAST YEAR'S ANSWERS](#)

[Save](#) [Back](#)

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president in ink and returned via mail to the Indiana State Library Development Office. This is also due by February 1, 2016.

[Save](#) [Back](#)

- Last section of report.
- Click link to open and print page.
- Sign, give to Board President to review, sign.
- Mail to ISL. If completing report at the last minute, please drop in mail on March 1st.

Submitting the report

Step 1: Go to the "Status" tab- Clear up any edit checks if needed by making corrections or annotating with a Federal Note

Baker & Taylor's Bibliostat Collect
ALEXANDRIA-MONROE PUBLIC LIBRARY Close
Need Assistance?

Home Survey **Status** Printing Submit Survey Frequent Questions Instructions

Status

For more information on the features on this page please see [Frequent Questions](#).

Edit Checks Unanswered Questions Flagged Questions Submit Survey

ALEXANDRIA-MONROE PUBLIC LIBRARY SHOW
LAST YEAR'S
ANSWERS

Edit Checks for Review

To save your annotation comments, click the "Submit Corrections" button at the bottom of the page.

1 - General Information

01-500 Total System Public Service Hours per Year

Federal Local

 Cannot equal 0. Please explain why your data is out of the normal range using the Federal note.

4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font
Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Local Government Operating Fund Income

04-008 Total Local Operating Fund Income

Federal Local

 Prior year is greater than 0 and current year is 0. Please check the current year value for possible error or provide an explanation for the change in a Federal note. The ratio of Local Government Revenue to Population of Legal Service Area is higher/lower

Submitting the report

Step 2: Go to the "Status" tab OR the "Submit Survey" tab – click green button

Baker & Taylor's Bibliostat Collect

ALEXANDRIA-MONROE PUBLIC LIBRARY

[Close](#)
[Need Assistance?](#)

Home Survey **Status** Printing Submit Survey Frequent Questions Instructions

Status

For more information on the features on this page please see [Frequent Questions](#).

Edit Checks Unanswered Questions Flagged Questions **Submit Survey**

ALEXANDRIA-MONROE PUBLIC LIBRARY
Submit Survey

Please review items below and then click "Submit Survey" button to the right to complete the survey process. [Submit Survey](#)

Step 1. Verify all questions have been answered.

Step 2. Review any questions that might have been flagged.

Step 3. All of the questions must pass their edit checks before a survey can be submitted.

Step 4. Print & Save a copy of the survey and annotations.

Step 5. Click the '**Submit Survey**' button above to submit the survey.

Do a happy
dance!



Questions?

Library Development Office

(800) 451-6028

ldo@library.in.gov

Jen Clifton

jclifton@library.in.gov

(317) 234-6550

Monday-Friday

8-4:30